

Rubric for Travel Project

Component	4 – Excellent	3 – Good	2 – Fair	1 - Poor	0 - Unacceptable
Time frame	Planned for seven full days	Trip was short or long by no more than 1 day	N/A	N/A	Trip exceeded 8 days or was less than 6.
Travel	All modes of travel was thoroughly documented, including times, flight #s, departures and arrivals on trains, plains, ferrys, rental cars, etc.	Nearly all modes of travel were fully documented with only minor omissions of key information	Most modes of travel were document, but with limited detail.	Modes of travel lacked specific detail required by the assignment	No travel info was recorded or was not relevant to the assignment
Lodging	All lodging was fully documented with the name of the site and all expenses associated with the stay	Lodging was fully documented with only minor omissions	N/A	Some lodging was document, although some was conspicuously missing from the itinerary	Lodging was not documented or was not relevant to the assignment
Historical sites to visit	At least three sites were of historical significance and adequately described, including cost of admission	At least two of three sites were of historical significance and adequately documented	Only one site of three was of historical significance or others were not documented fully to give travelers a full understanding of the importance of the place	Sites were of no historical significance, were not described, or not included.	Sites were of no historical significance, did not include a summary and/or admission cost, or were not included at all
Costs	All costs of travel and lodging were included and detailed on the itinerary, as well as the admission costs for places of interest. Total expense was within the \$7000 limit	N/A	Most costs of travel and lodging were included, although some omissions were evident in the documentation.	Travel & lodging expenses did not reflect all costs of the trip or were not fully noted, or exceeded the limit	No costs were included or those that were included were inaccurate, exceeded the maximum limit, or were not relevant to the assignment
Itinerary	Itinerary was clear and concise and included all pertinent information for travel, including historical summaries, fees, and travel info.	Itinerary included most of the required info, but was missing one or more key aspects	Itinerary was unclear and difficult to follow but had most of the components required for the assignment	Itinerary had few details and was difficult to follow.	Itinerary was missing major components of the assignment.